

PARKING VIOLATIONS BUREAU

Division #14-1075

TOWING & STORAGE OPERATIONS

Division #14-1112

PARKING METERS & ENFORCEMENT

Division #14-1113

Parking Violations Bureau Division #14-1075

Mission Statement

The Parking Violations Bureau (PVB) is committed to providing affordable, accessible, and safe public parking citywide by enforcing City and State Laws and Ordinances.

Goal

To provide for the fair and equitable disposition of summonses written for parking violations.

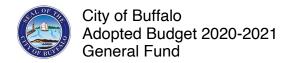
Activities

- 1. Distribute summonses to the Police Department and other Agencies.
- 2. Accept pleas and conduct hearings for parking violations.
- 3. Respond within a reasonable period of time to all relevant and reasonable public inquires.
- 4. Schedule and conduct appeals and motions to vacate judgment.
- 5. Maintain complete and accurate records relating to all charges, dispositions and associated activities.
- 6. Process vehicle releases for towed and/or booted vehicles.
- 7. Process registration releases for registration suspensions.
- 8. Perform data entry and image all summonses issued by the Police Department and other Agencies.
- 9. Send weekly notices on unpaid summonses.
- 10. Research payments received with insufficient information to process.
- 11. Reconcile in-house and lockbox payment errors.
- 12. Reconcile data entry errors.
- 13. Respond to complains referred by the Mayor's 311 Call & Resolution Center.
- 14. Send registration suspensions month to the New York State Department of Motor Vehicles.
- 15. Scan and verify all late payments.
- 16. Manage the New York State Archives and Record Administration (SARA) records retention program for all PVB documents.

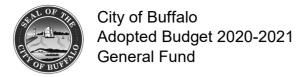
Parking Violations Bureau Division #14-1075

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Total number of parking summonses written	187,161	147,130	147,130
Notices generated:			
First	59,220	44,364	44,364
Courtesy	28,963	22,662	22,662
Alertogram	26,299	20,635	20,635
Suspension	18,024	13,826	13,826
Number of registrations suspended	8,314	6,800	6,800
Number of suspended registrations released	6,170	5,040	5,040
Mayor's 311 responses	4,382	3,040	
Walk-in customers	41,628	32,000	32,000
Number of summonses adjudicated (does not			
include failure to appear):			
Regular/Suspension	30,069	24,800	24,800
Appeals	98	80	80



	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1075 PARKING VIOLATIONS BUREAU TOTAL	772,281	907,775	911,030	773,761	1,004,252
11475001 PARKING VIOLATIONS BUREAU PS	755,836	896,175	896,175	765,415	986,852
411001 ANNUAL SALARY	551,741	715,600	715,600	575,611	763,652
412002 HOURLY SALARY	65,470	50,000	50,000	47,438	85,000
413001 OVERTIME	108,148	100,000	100,000	121,941	100,000
413002 HOLIDAY	-	2,800	2,800	-	-
413003 ACTING TIME	17,810	15,000	15,000	13,258	20,000
413004 SHIFT DIFFERENTIAL	-	-	-	13	-
414001 LONGEVITY	7,540	6,775	6,775	5,600	10,200
414007 PERFECT ATTENDANCE INCENTIVE	5,109	4,000	4,000	-	6,000
414028 VACATION BUYOUT	-	2,000	2,000	-	2,000
415001 AUTOMOBILE ALLOWANCE	18	-	-	1,404	-
415002 CLOTHING ALLOWANCE	-	-	-	150	-
11475005 PARKING VIOLATIONS BUREAU SP	2,448	1,400	1,415	15	1,400
461001 OFFICE SUPPLIES	1,921	-	15	15	-
461006 FURNITURE &EQUIP (NON CAPITAL)	-	750	-	-	750
464000 PERIODICALS	528	650	650	-	650
490000 FREEZE FUNDS	-	-	750	-	-
11475006 PARKING VIOLATIONS BUREAU SV	13,996	10,200	13,440	8,331	11,000
432004 ENGINEER & TECHNICAL SERVICES	-	250	390	390	450
443301 MACHINERY & EQUIP REPAIRS	300	350	350	58	400
443400 EQUIP MAINTENANCE CONTRACTS	6,405	-	-	-	-
455000 PRINTING & BINDING	6,610	8,500	8,270	7,244	9,000
455100 INTERNAL PRINT SHOP	681	700	654	639	750
456000 OTHER SERVICES	-	400	-	-	400
490000 FREEZE FUNDS	-	-	3,775	-	-
11475007 PARKING VIOLATIONS BUREAU CO	-	-	-	-	5,000
474100 EQUIPMENT	-	-	-	-	5,000



Parking Violations Bureau 11475001-411001 Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Administrative Assistant	14	A041	1	\$ 52,633	\$ 52,633
Assistant Administrator of Parking	11	A074	1	63,748	63,748
Commissioner of Parking	5	1065	1	121,233	121,233
Data Control Clerk	5	A013	1	45,851	45,851
Junior Data Control Clerk	17	A004	2	42,166	84,332
Junior Data Control Clerk	14	A004	1	40,208	40,208
Junior Data Control Clerk	11	A004	1	38,915	38,915
Junior Traffic Clerk	17	A002	1	41,269	41,269
Junior Traffic Clerk	5	A002	1	41,269	41,269
Junior Traffic Clerk	12	A002	5	37,552	187,760
Senior Administrative Assistant	5	A063	1	66,163	66,163
Supervisor Hearing Examiner PT	5	1046	1	72,828	72,828
Traffic Clerk	3	A023	1	47,443	47,443
Attrition					(140,000)
Total			18		\$ 763,652

Towing & Storage Operations Division #14-1112

Goals

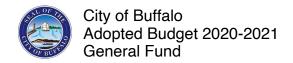
- 1. To tow and store vehicles parked illegally, suspended, uninsured or abandoned.
- 2. To develop and implement procedures, policies and ordinance amendments designed to expedite the towing, release, auction and transfer of junk cars to scrap processors.

Activities

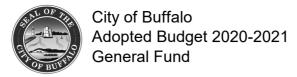
- 1. Tow and store illegally parked and police impounded vehicles.
- 2. Maintain complete and accurate records related to impounded vehicles.
- 3. Hold weekly auctions of unclaimed vehicles.
- 4. Prepare an MV907A for each vehicle, 1973 or newer, sold at auction.
- 5. Perform data entry and scanning of all notices and mailings that pertain to each vehicle towed.
- 6. Answer all phone inquiries from the public with regard to impounded vehicles.
- 7. Act as dispatcher and liaison between towing companies and Parking Enforcement Officers.
- 8. Prepare vehicle releases for all vehicles that are claimed by registered owners.

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Vehicles towed	8,304	6,692	6,692
Vehicles mini-towed	1,384	791	791
Towing notices mailed and filed	7,556	5,840	5,840
Auctioned vehicles	1,112	1,200	1,200



2020-2021 Adopted Budget	2019-2020 Year To Date 6/18/2020	2019-2020 Revised Budget	2019-2020 Adopted Budget	2018-2019 Actual Amount	
907,682	671,140	922,867	711,329	520,954	1112 TOWING & STORAGE OPERATIONS TOTAL
281,680	226,943	297,741	303,154	227,341	11412001 TOWING & STORAGE OPERATIONS PS
176,347	149,565	196,323	199,323	159,704	411001 ANNUAL SALARY
28,808	-	27,581	27,581	-	412002 HOURLY SALARY
65,000	67,647	55,000	55,000	60,509	413001 OVERTIME
-	-	3,587	6,000	-	413002 HOLIDAY
4,000	5,429	3,500	3,500	1,229	413003 ACTING TIME
1,000	552	2,000	2,000	328	413004 SHIFT DIFFERENTIAL
4,925	3,150	5,250	5,250	4,971	414001 LONGEVITY
-	-	1,500	1,500	-	414007 PERFECT ATTENDANCE INCENTIVE
1,000	-	2,000	2,000	-	414028 VACATION BUYOUT
600	600	1,000	1,000	600	415002 CLOTHING ALLOWANCE
5,950	9,709	12,229	3,175	3,291	11412005 TOWING & STORAGE OPERATIONS SP
-	76	76	-	924	461001 OFFICE SUPPLIES
1,500	-	-	-	-	461006 FURNITURE &EQUIP (NON CAPITAL)
-	-	-	-	400	461105 JANITORIAL SUPPLIES
3,500	2,911	2,911	2,200	1,028	461201 CLOTHING & UNIFORMS
400	567	600	600	680	465001 AUTOMOTIVE SUPPLIES
50	-	-	75	50	466100 ELEC PLUMB HVAC EQUIP SUPPLIES
500	6,154	6,300	300	209	467000 MISCELLANEOUS SUPPLIES
-	-	2,342	-	-	490000 FREEZE FUNDS
620,052	352,592	522,896	315,000	290,322	11412006 TOWING & STORAGE OPERATIONS SV
5,000	6,527	6,527	4,000	5,015	443302 VEHICLE BODY REPAIRS
14,000	12,424	12,486	10,000	14,099	443303 VEHICLE DRIVETRAIN REPAIRS
100,002	-	87,000	-	-	444101 RENTAL LAND & BUILDINGS
500	239	400	500	400	455100 INTERNAL PRINT SHOP
500,550	333,402	375,983	300,500	270,808	456000 OTHER SERVICES
-	-	40,500	-	-	490000 FREEZE FUNDS
-	81,896	90,000	90,000	-	11412007 TOWING & STORAGE OPERATIONS CO
-	81,896	81,896	90,000	-	474200 VEHICLES
-	-	8,104	-	-	490000 FREEZE FUNDS



Towing & Storage Operations 11412001-411001 Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Dispatcher	5	B014	1	\$ 45,687	\$ 45,687
Impound Coordinator	3	B045	1	47,535	47,535
Laborer II	5	B025	1	40,391	40,391
Tow Truck Operator	17	B010	1	42,734	42,734
Tow Truck Operator	12	B010	-	27,777	-
Tow Truck Operator	11	B010	-	27,777	-
Total			4		\$ 176,347

Parking Meters & Enforcement Division #14-1113

Goals

- 1. To install, reinstall, remove and provide daily maintenance of parking meters to ensure proper operation and turnover parking.
- 2. To equitably and thoroughly enforce all parking regulations on a daily basis throughout the entire City.

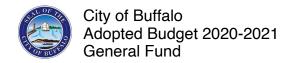
Activities

- 1. Install, maintain and repair parking meters (approx. 1,200 meters and 135 pay-and-display units).
- 2. Issue parking violation summonses for violations of "parking" "stopping" and "standing" pursuant to the New York State Vehicle and Traffic Law and City Ordinances.
- 3. Download computerized handheld tickets written using the Gtechna software system on a daily basis.
- 4. Rectify any maintenance problems that occur to the handheld devices.
- 5. Receive and dispatch 911 and citizen complaints of illegal parking to Parking Enforcement personnel.
- 6. Compile, maintain and report complete and accurate records pertaining to: parking meter work, summonses issued; abandoned, suspended and impounded vehicles; and, complaints answered.
- 7. Assist private contractors with street paving and construction projects and post signage when needed.
- 8. Assist the Streets Department on a year-round basis for street cleaning, trash pick-up and snow plowing.
- 9. Immobilize vehicles that have outstanding summonses in arrears.

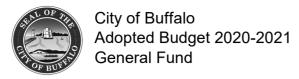
Parking Meters & Enforcement Division #14-1113

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Single Space Parking Meters	1,200	1,000	1,000
Repaired	175	175	175
Maintained, Oiled, Greased (twice a	2,400	2,400	2000
year each meter)			
Installed	-	-	-
Reinstalled	55	45	45
Buffalo Roam Transactions (metered	493,839	560,453	560,453
spaces paid by mobile app)			
Pay-And-Display Machines	138	155	160
Reinstalled/Relocated	10	4	-
Installed	-	10	10
Summonses Issued	187,161	147,130	147,130
Sign and Meter Complaints Received	500	500	500
and Investigated			
Vehicles Booted	250	240	240



178				
	1,579,587	1,697,043	1,234,624	1,490,521
,035	1,277,467	1,271,994	901,213	1,173,737
6,639	785,890	785,890	553,785	747,306
1,520	248,227	248,227	166,606	201,656
7,727	200,000	200,000	164,758	200,000
-	14,000	8,527	-	-
3,177	8,000	8,000	1,777	4,000
3,217	2,750	2,750	1,712	2,750
2,905	14,050	14,050	9,525	13,475
2,850	3,300	3,300	2,550	3,300
1,000	1,250	1,250	500	1,250
,332	68,300	110,864	91,059	73,300
500	-	-	-	-
399	-	-	-	-
3,026	6,000	8,360	8,360	10,000
-	2,000	2,265	2,251	2,000
7,211	60,000	87,340	79,303	60,000
196	300	1,204	1,145	1,300
-	-	11,695	-	-
,485	202,820	283,185	218,710	243,484
510	3,000	2,312	1,804	4,000
1,579	199,320	238,784	216,072	238,784
9	200	590	590	200
55	300	300	245	500
1,332	-	-	-	-
-	-	41,200	-	-
,326	31,000	31,000	23,642	-
-	5,000	1,250	-	-
),326	26,000	23,642	23,642	-
-	-	6,108	-	-
	7,727 - 3,177 3,217 2,905 2,850 1,000 , 332 500 399 3,026 - 7,211 196 - 4,485 510 4,579	7,727 200,000 - 14,000 3,177 8,000 3,217 2,750 2,905 14,050 2,850 3,300 1,000 1,250 332 68,300 - 399 - 3,026 6,000 - 2,000 7,211 60,000 196 300 - 4,485 202,820 510 3,000 4,579 199,320 9 200 55 300 1,332	7,727 200,000 200,000 - 14,000 8,527 3,177 8,000 8,000 3,217 2,750 2,750 2,905 14,050 14,050 2,850 3,300 3,300 1,000 1,250 1,250 3,332 68,300 110,864 500 - - 399 - - 3,026 6,000 8,360 - 2,000 2,265 7,211 60,000 87,340 196 300 1,204 - - 11,695 3,485 202,820 283,185 510 3,000 2,312 4,579 199,320 238,784 9 200 590 55 300 300 1,332 - - - 41,200 3,326 31,000 31,000 - 5,000 1,250 0,326 26,000 23,642	7,727 200,000 200,000 164,758 - 14,000 8,527 - 3,177 8,000 8,000 1,777 3,217 2,750 2,750 1,712 2,905 14,050 14,050 9,525 2,850 3,300 3,300 2,550 1,000 1,250 1,250 500 1,000 1,250 1,250 500 332 68,300 110,864 91,059 500 - - - 3,026 6,000 8,360 8,360 - 2,000 2,265 2,251 7,211 60,000 87,340 79,303 196 300 1,204 1,145 - - 11,695 - 4,485 202,820 283,185 218,710 510 3,000 2,312 1,804 4,579 199,320 238,784 216,072 9 200 590



Parking Meters & Enforcement 11413001-411001 Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Laborer II	17	B025	2	\$ 40,391	\$ 80,782
Laborer II	5	B025	1	40,391	40,391
Parking Enforcement Officer	17	B008	3	41,521	124,563
Parking Enforcement Officer	16	B008	1	37,369	37,369
Parking Enforcement Officer	14	B008	1	31,141	31,141
Parking Enforcement Officer	13	B008	1	29,065	29,065
Parking Enforcement Officer	5	B008	5	41,521	207,605
Parking Enforcement Supervisor	5	B018	1	53,317	53,317
Parking Meter Mechanic	17	B010	2	42,734	85,468
Parking Meter Mechanic	14	B010	1	32,051	32,051
Parking Meter Mechanic	12	B010	2	27,777	55,554
Attrition					(30,000)
Total			20		\$ 747,306